Access/Correction Request
Municipal Freedom of Information and Protection of Privacy

☐ Access to General Records
☐ Access to Own Personal Information
☐ Correction of Own Personal Information

Name of Institution request made to:
WINDSOR POLICE SERVICE
P.O. BOX 60, WINDSOR, ONTARIO N9A 6J5

If request is for access to, or correction of, own personal information records:

Last name appearing on records: ☐ same as below **OR**

DETAILS:

Last Name	First Name	Middle Name	Date of Birth Day	Month	Year

Address (Street/Apt. No./P.O. Box No./R.R. No.)	City or Town	Province

Postal Code	Telephone Number(s)	Area Code			Area Code		
	Day				Evening		

Email Address:

Detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known)

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records	Signature	Date (Day-Month-Year)
☐ Examine Original ☐ Receive Copy		

For Institution Use Only

Date received (Day-Month-Year)	Request Number	Comments

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Municipal Freedom of Information and Privacy Coordinator at Windsor Police Service, P.O. Box 60, Windsor, ON Canada N9A 6J5. Phone: 519 255-6700 ext. 4145